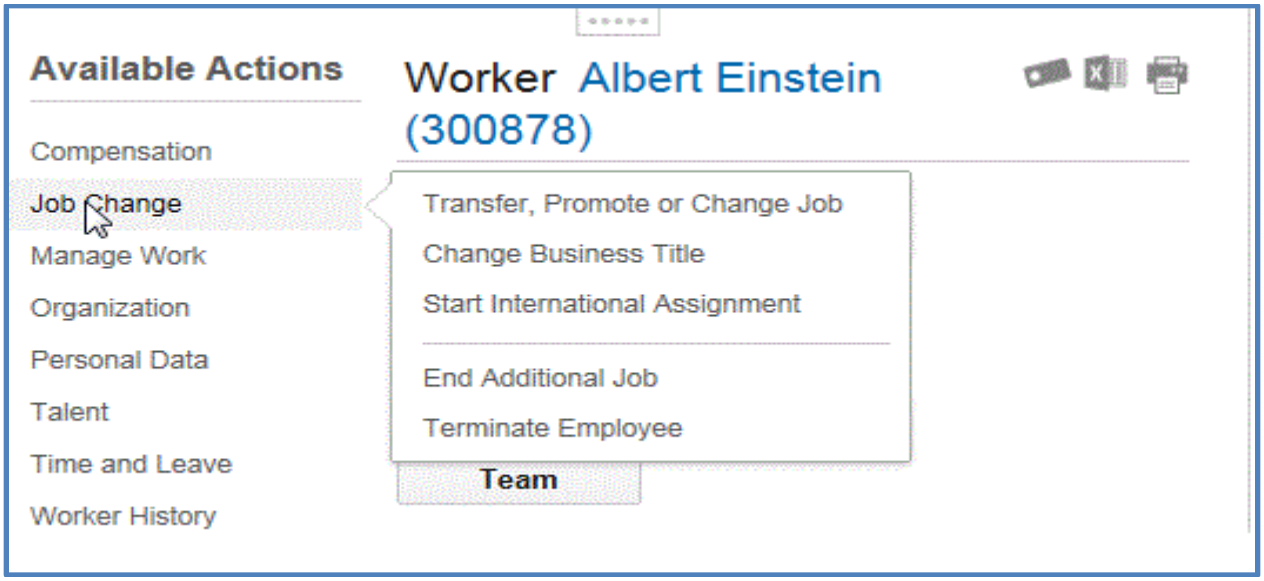
FermiWorks

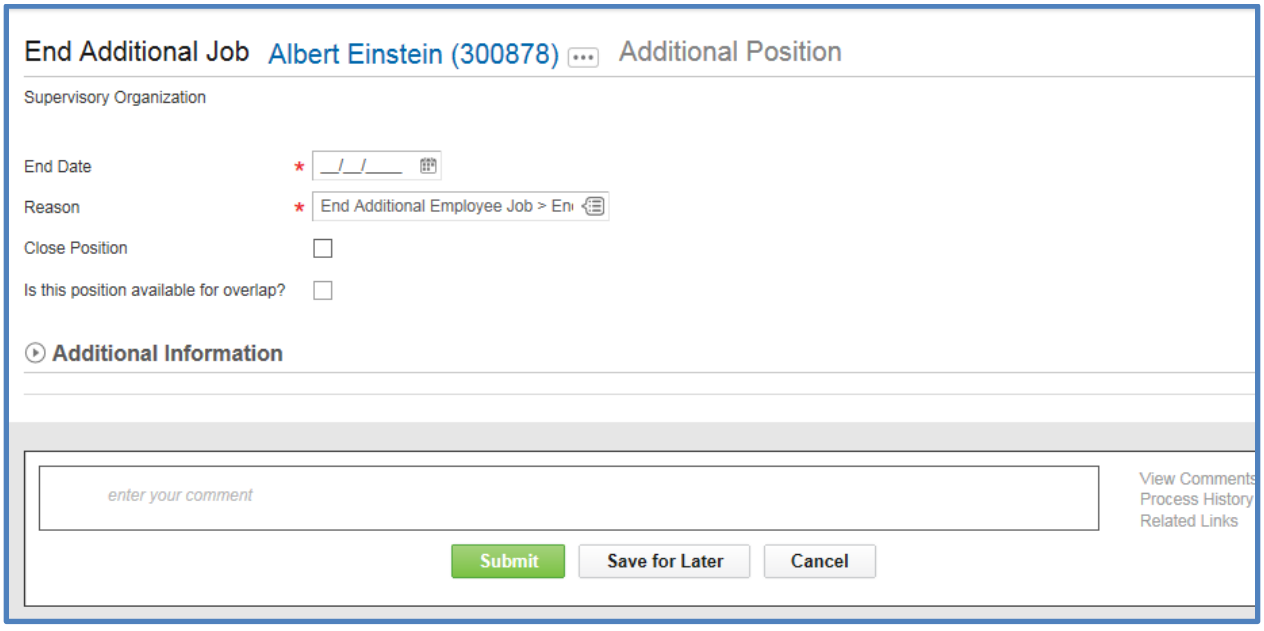
End Additional Job

01.14.15

1. Click the Related Actions of the worker.



2. Select **Job Change > End Additional Job**.



3. Enter the **End Date** of the additional position.

The Reason Auto populates.

4. Click the **Close Position** check box if appropriate.

No Additional Information is required.

The Overlap check box is not available.

5. Enter a **Comment**.

6. Click **Submit.**

NOTE: The additional position displays until 11:59 PM if today's date is the End Date.